

<p>MICHIGAN EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW COMMISSION</p> <p>MEETING MINUTES</p>
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2006 Fall Summit
Grand Traverse Resort – Council Room
Acme, Michigan

October 9, 2006

Approved at 1/9/07 SERC Meeting

COMMISSIONERS PRESENT

Capt. Eddie L. Washington, Jr., Chair
Amy Butler, Vice Chair
Brad Deacon
Burton Eichler
Kenneth Gembel
Christopher Johnson
Tom Martin
Dawn Mills
Kenneth Murray
Ron Nelson
Gail Novak
Grace Ranger
Martha Stanbury
Arthur Tanis

COMMISSIONERS EXCUSED ABSENCE

Gregory Kirt
Ida Shelly

OTHERS PRESENT

Sandy Altschul, Wayne County LEPC
Scott Berkseth, Detroit HSLEM and LEPC
James Buford, Wayne County HSEM
Scott Corbin, Allegan County Emergency Management
Alan Egnatuk, Federal Center, Battle Creek, Michigan
Sheila Finch, Detroit LEPC
Larry Reaman, Alcona County LEPC
Tricia Smith, Oakland County ERP
Harold Watkins, Detroit LEPC
Susan Parker, DEQ
Bonnie Fighter, MSP/EMHSD
Sandy Glazier MSP/EMHSD
Jackie Hampton, MSP/EMHSD
Diane Laban, MSP/EMHSD

- 1. Call Meeting to Order.** Chair Washington welcomed everyone to Traverse City and thanked them for taking the time to attend the meeting. The meeting was called to order at 8:30 a.m. by Chair Washington. In place of roll call, Chair Washington asked Commissioners to introduce themselves and identify their agency affiliation.

Chair Washington directed Commissioners to their packet of information, and informed them of his intent to end the meeting no later than 10:30 a.m., as the MEMA meeting is scheduled directly afterwards.

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2. **Approve Agenda.** Chair Washington asked for a motion to approve the agenda. A motion was made by Commissioner Novak, supported by Commissioner Tanis, to approve the agenda as submitted. Motion was approved based on majority vote.
3. **Approve Meeting Minutes.** Chair Washington asked for a motion to approve the June 27, 2006, meeting minutes. A motion was made by Commissioner Deacon, seconded by Commissioner Tanis, to approve the minutes.

Vice Chair Butler indicated that there is an incorrect reference in the minutes that should be changed. Under Item 4, "Guest Speaker – Homeland Security Project Overview," in the second sentence of paragraph two, Chair Etue was addressing *Mr. Beaulac* and not *Ms. Parker*. Therefore, the sentence should be changed to reflect *Mr. Beaulac's* name.

At this point, there was Committee discussion regarding the level of detail for SERC minutes. Chair Washington indicated that SERC Goals and Objectives are an item on today's meeting agenda, and that this discussion can continue at that time. However, the point will be taken and reflected in the minutes: That is, "there were no details regarding SERC goals and objectives due to a mechanical error in the transcription of the June 27, 2006, meeting minutes."

Chair Washington asked for a vote on these minutes. Unanimous approval. Meeting minutes will be approved with identified corrections.

4. SERC Chair Remarks.

Chair Washington indicated that he would like to hold on this item for now and move on to the next agenda item.

5. Presentation – Commissioner Martha Stanbury, Michigan Department of Community Health.

Chair Washington introduced Commissioner Martha Stanbury from the Department of Community Health. She distributed a PowerPoint outline of her presentation, as well as a Michigan Department of Community Health publication entitled, "Hazardous Substances Emergency Events Surveillance in Michigan," dated September 2006. Commissioner Stanbury reminded committee members that prior to her serving on the SERC Commission, she presented to them regarding a new system that was developed in the Department of Community Health for collecting information regarding hazardous substance releases. The project is still ongoing, however, they have the first year's data from this surveillance system. Commissioner Stanbury requested that Commissioners give feedback and make suggestions on how to improve the system, as they are involved in dealing with hazardous substances and emergency events.

6. MSP/EMHSD Activity Report.

Ms. Fighter indicated that the last Memorandum of Understanding (MOU) between the Departments of State Police and Environmental Quality was signed in 1996; therefore, the two departments conducted a meeting at which time the MOU was revised. The basic responsibilities for the two departments remained the same, however, some were clarified and reformatted.

Ms. Fighter referenced the 2005-06 HMEP Grant stating that LEPCs completed 148 new plans and 931 plan reviews. Checks will be distributed to LEPCs later this month.

Ms. Fighter reported on the 2006-07 HMEP Grant, indicating that 56 LEPCs applied and 56 grant contracts were mailed last week. The amount of the contract is based on the number of new plans that LEPCs anticipate submitting at \$160 per plan; the number of plan reviews LEPCs hope to complete at \$25 per review; and a \$600 continuation grant for those LEPCs that have completed plans and continue to complete new plans as facilities are added to the list.

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Ms. Fighter directed Commissioners to their packets which contained a generic copy of the annual LEPC roster update that was mailed in August. At this time, Commissioner Murray inquired as to whether such changes should be presented to the SERC Commission for vote.

Chair Washington indicated that there have been some preliminary meetings prior to today's Commission meeting, and it is his intent to place this issue as a priority which needs to be reviewed and evaluated.

Ms. Fighter indicating that she and Ms. Susan Parker conducted a SARA Title III Planning and Reporting Workshop yesterday. A second one will be held on Wednesday, October 11, at 3:00 p.m., immediately following the Summit. There are still openings, and she asked for attendance confirmation, as lunch will be served.

Ms. Fighter reported that she attended the Annual National Association of SARA Title III Program Officials Conference (NASSTPO) in Little Rock, Arkansas, which focused on planning, learning, and reporting issues relevant to LEPCs. Ms. Fighter reported on the various presentations that were offered at the conference.

Ms. Fighter informed Commission members that this will be her last SERC meeting, as she will be retiring from the Department of State Police at the end of November. Chair Washington took this opportunity to publicly thank Ms. Fighter for her hard work, dedication, and enthusiasm for doing her job.

7. DEQ Activity Report.

Ms. Parker reported that data entry for the 2005 Tier Two reports is complete. There are currently 2,704 facilities on the 302 List.

The DEQ continues to prepare for the conversion of data to the *Tier II Manager* format. Facilities will be required to submit their 2006 Tier Two reports using either this on-line format or a paper report that provides the required information for the new format. On-line reporting will be highly encouraged, as it has data checks that will eliminate many reporting errors.

Counties that will be purchasing the license for *Tier II Manager*, with grant money awarded by the DEQ, include: Bay, Ingham, Kent, Midland, Oakland, Ottawa, Saginaw, and Wayne. All LEPCs and fire departments in these counties will be given on-line access to the SARA Title III reports submitted by facilities.

The DEQ will purchase the license for the GIS Module in *Tier II Manager*. This module requires the creation of a HazMat layer consisting of the locations of all Tier Two and 302 sites. This confidential layer will be maintained by the MSP on a secure server and will be available for emergency response activities in the SEOC and in the participating counties.

SARA Title III Tier Two Workshops for 2007 are scheduled as follows: January 16 in Novi, Michigan; January 18 in Grand Rapids, Michigan; January 23 in Mt. Pleasant, Michigan; and January 25 in Lansing, Michigan.

The Regional SERC Meeting will be held in Chicago, Illinois, on November 14 and 15, 2006. Ms. Parker reports she plans to attend this meeting.

8. SERC Goals and Objectives.

Chair Washington indicated to Commissioners that with a change in the SERC chairperson, at this time the Board could either follow through on a goals and objectives report, have a quick discussion on a new direction, or both. The Committee elected to do both, and Commissioners reported on the following:

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Goal 1: Public Outreach: Commissioner Gembel indicated that he was assigned as chair. He committed to an outside consultant named, David Haggarty, who was prepared to set up a booth at the Summit and help different communities with their planning. Mr. Haggarty worked with the White House in emergency training, and his people are prepared to conduct training any place in Michigan.

Goal 2: Review Statewide LEPC Status: Commissioner Novak reported that she is currently working on the survey portion of this goal; however, she is working from scratch as there is no documentation of a former survey format.

Goal 3: Special Projects: Commissioner Deacon indicated that there was a presentation regarding Meth at the last meeting, and Commissioners learned that there is a great deal going on. They came to the conclusion that there is no need to recreate documents that are already developed.

Goal 4: SERC Operations: Commissioner Ranger reported that she and Vice Chair Butler have been assigned to this goal, but at this point in time, there is no report.

Goal 5: 302 Plans: No report from commissioners.

Chair Washington inquired as to whether a committee had been established to review SERC goals and objectives. Commissioners indicated that this has not occurred. Chair Washington recommended that Commissioners review what they have, identify what needs to be done from here, and then come back together to report and make recommendations.

Toward this end, Chair Washington appointed Commissioner Gail Novak and Commissioner Art Tanis to the SERC Goals and Objectives Committee. Their mission will be to review old and new goals and objectives and present their report to the Commission. Vice Chair Butler volunteered to participate on this Committee as well. After such presentation, formal committees will be developed.

9. Commissioner Comments

Commissioners thanked Ms. Bonnie Fighter for her work with the SERC Commission and the assistance she provided to them over the years.

Commissioner Tanis reported that Deputy Chief Gary Szotko is the new emergency manager for the City of Grand Rapids.

Commissioner Nelson commented on the detail and complexity of the SARA Title III Workshop and suggested others attend.

Commissioner Martin reported that he recently viewed an article from the United States Department of Labor that relates to globally harmonized system classification of chemicals which Federal OSHA and other federal agencies are planning to embrace. Federal OSHA has initiated a rule that amends the hazard communications standards of Federal OSHA. The plan is to have this in place by 2008. The deadline date for comments is November 13, 2006. If anyone is interested, Commissioner Martin indicated he would send a link regarding this information.

Vice Chair Butler indicated she would provide this information to DEQ staff and inquire as to whether or not they could provide information regarding the rule to SERC Commissioners. She suggested they may be able to provide an overview at the next meeting. Chair Washington suggested that Commissioners copy each other on information they have regarding the rule, and that the Federal OSHA rule amending the hazard communications standards be placed on the January 2007 meeting agenda.

Commissioner Novak reported that they held a joint meeting with Macomb County that wasn't very well attended. She also thanked Chair Washington and the MSP/EMHSD for the Summit conference.

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Commissioner Deacon reported that their publication, "Emergency Planning for Farmers," is now available in Spanish as a result of funding provided by the Michigan Department of State Police. There are copies available and it is also posted on-line. Commissioner Deacon also reported that the second version of the orange placards, which were launched back in the Spring for farmers, is now available.

Vice Chair Butler echoed Commissioner Nelson's comment on the SARA Title III Workshop, indicating that it is a complex subject that was presented well by Mr. Parker and Ms. Fighter.

Chair Washington commented that the SERC Commission is a very welcoming environment.

10. Public Comments.

Mr. Scott Corbin, Director of Allegan County Emergency Management, commended the SERC Commission for changing their meeting time so that the MEMA meeting could also be attended. He also commented on the quality of the SARA Title III workshop, the possibility of creating legislation that would provide a system to fund LEPCs, that LEPCS not become all hazard planning bodies, and that he will recommend purchasing software for the Tier Two, on-line operating system.

Mr. Sandy Altschul, Wayne County LEPC, echoed Mr. Corbin's concerns regarding an LEPC all hazards approach. He encourages the inclusion of LEPCs in SERC activities, such as committees, as he believes they could offer input into policies that affect them.

Harold Watson, Detroit LEPC, expressed his appreciation to Ms. Bonnie Fighter for all of her help.

11. Adjourn.

Chair Washington informed all that the next SERC Commission meeting is scheduled for January 9, 2007, to be held in the Presentation Room at the MSP Collins Road facility.

Commissioner Tanis made a motion to adjourn the meeting, seconded by Commissioner Eichler. Unanimous approval. Meeting was adjourned at 10:30 p.m.